

**OFFICE OF THE PRINCIPAL JUDGE: FAMILY COURT-III:  
KAMRUP (M):GUWAHATI**

**"Notice Inviting Tender"**

**Dated: 20.05.2024**

No. FCK3/21/20/Stn./161/24

Date: 20.05.2024

**For Supply of Office Stationery and other items**

Sealed Tender affixing Court fee stamps of Rs. 8.25/- (Non Refundable) are invited from intending Government registered suppliers/Firms for supply of Office Stationery and other items to the office of the undersigned.

The quotations should reach the Office of the undersigned within 15 days from the date of publication of this notice in the official website of District Judiciary, Kamrup(M).

For all other terms and conditions applicants are requested to go through the notification dated 20.05.2024 published in <http://kamrupjudiciary.gov.in/>

Enclosed: (i) List of regular items to be supplied.  
(ii) Terms & conditions governing the quotation.


*Sd/-*  
Principal Judge  
Family Court-III, Kamrup(M),  
Guwahati

Memo FCK3/21/20/Stn./161-A /24

Dated 20.05.2024


Copy forwarded to:

1. District Employment Exchange Officer, Kamrup(M) for wide publicity
2. The System Officer, District Judiciary, Kamrup (M) to upload the advertisement in the Official website.
3. Notice Board, O/O The Principal Judge , Family Court-III, Kamrup(M), Guwahati
4. Office File.

  
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## **Terms and Conditions:**

1. Only Government Registered suppliers/Firms, having their offices within the territory of Guwahati Municipal Corporation, are entitled to submit the quotation.
2. The Tenderers are required to quote their lowest rate for each of the articles in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item.
3. The bidders shall have to submit photocopy of Registration Certificate, Trade License, GST Registration Number and PAN alongwith the tender papers.
4. Rates quoted shall be valid for a period of one year from the date of awarding the contract.
5. Duplicate/Sub-standard items will not be accepted anyway.
6. The Principal Judge, Family Court-III, Kamrup(M), Guwahati reserves the right to accept or reject the quotations at any time, without assigning any reason thereof.
7. The Principal Judge, Family Court-III, Kamrup(M), Guwahati reserves the right to terminate the purchase order at any time without assigning any reason.
8. The decision of the Principal Judge, Family Court-III, Kamrup(M), Guwahati in all respect shall be final and binding on all.


  
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Family Court, Kamrup (M)  
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**LIST OF STATIONERY ARTICLES AND SMALL EQUIPMENTS**


Sl. No.	Name of Stationery Articles	Units	Preferred Brands
1	A4 size paper	Ream	J K Copier 75 GSM
2	Paper Legal size	Ream	J K Copier 75 GSM
3	File Hard Board	No.	
4	File Cover	No.	
5	Steno Note Book	No.	
6	Clip Board	No.	
7	Hard Bound Register (34 cm x 21 cm)	No.	
8	Ambassador Touch Executive File Cover	No.	
9	Envelope A4 size 16"x 12"(Laminated Yellow Paper)	No.	
10	Envelope 10" x 12" (Laminated Yellow Paper)	No.	
11	Envelope 10" x 4.5"	No.	
12	Envelope 11" x 5"(Laminated Yellow Paper)	No.	
13	Ball Pen (Blue, Black, Red)	No.	Montex/Reynolds
14	Gel Pen (Blue, Black, Red)	No.	Octane
15	Parker Pen	No.	
16	Pencil	Packet	Apsara
17	Eraser	Packet	Non Dust/Camlin
18	Sharpener	No.	Apsara
19	Plastic Scale	No.	Camlin
20	Whitener (Correction Pen)	No.	Luxor
21	Page Marker (Flag Book)	Packet	
22	Marker Pen (Big)	No.	Luxor
23	Marker Pen (Small)	No.	Luxor
24	Calculator Citizen 8 Digit	No.	
25	Calculator Citizen 12 Digit	No.	
26	Carbon Paper	Packet	Kores
27	Highlighter Pen	Set/Packet	Korés
28	Tag White	Bundle/Packet	
29	Ribon Roll Cotton Tap (white)	Roll	
30	Stapler Machine Big HP-45 (Penguin Design)	No.	Kangaro
31	Stapler Machine HD-45	No.	Kangaro
32	Stapler Machine Small HD-10	No.	Kangaro
33	Stapler Pin (Big Penguin Model) 24/6	Per box	Kangaro
34	Stapler Pin No.10 (small)	Per box	Kangaro
35	Alpin (Needle Point)	Packet/Box	

  
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Sl. No.	Name of Stationery Articles	Units	Preferred Brands
36	Binder Clip (41mm, 32 mm)	No.	
37	Paper Clip Pin	Packet/Box	
38	Stamp Pad	No.	Kores
39	Stamp Pad Ink	Bottle	Kores
40	Cello Tape 1"	Roll	
41	Cello Tape 2"	Roll	
42	Pen Stand (for 2 and more Pens)	No.	
43	Gum Liquid Adhesive (150 ml, 300 ml, 700 ml)	Bottle	Kores
44	Glue Stick	No.	Kores / Fevi Stick
45	Brown Tape	No.	
46	Wall Clock(Round)	No.	Ajanta/Quartz
47	Damper (Water Sponge)	No.	
48	Pencil Battery Eveready AA 1015	No.	Eveready
49	Pencil Battery Eveready AAA 1012	No.	Eveready
50	Heavy Duty Battery Eveready AAA 1050R20	No.	Eveready 1.5 V
51	Remote Battery Cell 12V	No.	
52	Bodkin (Plastic Handle)	No.	
53	Paper Cutter	No.	
54	Scissors (medium)	No.	
55	Markin Cloth Cotton (White and Red)	Meter	
56	Double Locking Lock and Key (Big Size)	No.	Linc
57	Double Locking Lock and Key (Medium Size)	No.	Linc
58	Double Locking Lock and Key (Small Size)	No.	Linc
59	Mosquito Repellent Machine	No.	Goodnight
60	Mosquito Repellent Liquid Refill	No.	Goodnight
61	Mosquito Repellent (Spray) 320/400 ml	No.	Godrej HIT
62	Room Freshener (Spray)	No.	
63	Napthalene Balls	Packet	
64	Towel Big Size (for Seat/Chair)	No.	
65	Hand Towel	No.	
66	Table Cloth (Small) 18" x 12"	No.	
67	Table Cloth Rectahgular(Big) Rixin material60" x 102"	Sq. Mtr.	
68	Chair Cushion (16"x16"x3")	No.	Kurlon
69	Plastic Doormat (medium size)	No.	
70	Coir Doormat (medium size/large size)	No.	

  
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Sl. No.	Name of Stationery Articles	Units	Preferred Brands
71	Wash Room Cleaner Brush	No.	
72	Wash Room Cleaner Broom (Plastic)	No.	
73	Floor Mop (Long Handle)	No.	
74	Full Jhadu	No.	
75	Celling Jhadu	No.	
76	Coconut Broom	Kg.	
77	Bleaching Powder 500 gm	Packet	
78	Toilet Cleaner Solution (Harpic)	No.	Harpic
79	Surface Cleaner Acid	Bottle	
80	Surface disinfectant liquid	No.	Lizol
81	Surface disinfectant spray	No.	Dettol
82	Handwash Liquid	No.	Dettol/Savlon
83	Liquid Dishwasher	No.	VIM
84	Soap	No.	Dettol
85	Citronella (100 ml)	Bottle	
86	White Phenyl 500 ml	Bottle	
87	Black Phenyl 500 ml	Bottle	
88	Surface/Glass Cleaner (Colin)	No.	Colin
89	Hand Gloves (Rubber)	Pair	
90	General use Protective 3 ply Disposable Face Mask	No.	
91	Plastic Paper Bin	No.	
92	Swing Lid Waste Dustbin 60 litre	No.	
93	Plastic Pedal Bucket Dustbin 10 litre	No.	Cello
94	Durable Plastic Bucket Dustbin (25 litre)	No.	Cello
95	Durable Plastic Mug	No.	Cello
96	Odonil Air Freshener Block	No.	Odonil
97	LED Tube Light 20 Watt	No.	Philips/Syska
98	LED Bulb 15 Watt	No.	Philips/Syska
99	White Board (Small, Medium)	No.	
100	White Board Marker Pen	No.	
101	White Board Duster	No.	
102	Title Page	No.	
103	Tissue Paper	Packet	
104	Tissue Roll	Roll	
105	3 Battery Torch Light	No.	
106	Bucket (Plastic) 25 litre	No.	Cello
107	Mug (Plastic)	No.	Cello
108	Antiseptic Liquid 550 ml	No.	Dettol

  
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Sl. No.	Name of Stationery Articles	Units	Preferred Brands
109	Umbrella (21 – 25) inches	No.	Mohendra Dutta
110	Umbrella Big Size with Stand	No.	
111	Gown and cloth Hanger	No.	
112	Drinking Glass (Plain)	Set	Milton
113	Coaster	Box	
114	Cup Plate Set Bone china	Set	
115	Dinner Spoon	Dozen/Set	
116	Quarter Plate Bonechina	No.	
117	Dinner Plate 10.5"	Set	
118	Serving Tray (Plastic)	No.	
119	Thermo steel Flask (Hot and Cool)	No.	Milton 750 litre
120	Electric Kettle	No.	Bajaj/Prestige (1 litre)
121	Band-Aid	No.	
122	Surgical Cotton Roll	No.	
123	Distilled Water (for Inverter and Car)	No.	
124	Wireless Doorbell Kit	No.	
125	Manual push Calling Bell	No.	
126	Coir Rope	Meter	
127	Jute Rope	Meter	
128	Car Body Polish	No.	Waxpol
129	Car Tyre Polish	No.	Waxpol
130	Car Dashboard Polish	No.	Waxpol
131	Car Dashboard Freshener	No.	
132	Car Polishing Cloth (Flannel)	No.	
133	Car Windshield Duster	No.	
134	Canon Printer Cartridge 337	No.	Canon
135	Canon Printer Cartridge 326	No.	Canon
136	Prodot PLH 338 Printer Cartridge	No.	
137	Prodot PLH 2612A Printer Cartridge	No.	
138	Prodot PLH 238 Toner Cartridge	No.	
139	HP 12A Black Original Toner Cartridge	No.	HP
140	HP 88A Black Original Laserjet Cartridge	No.	HP
141	RICOH Xerox Machine Cartridge MP25015	No.	
142	Canon Xerox Machine Toner NPG-59	No.	Canon
143	Compact Disk (Blank)	No.	
144	DVD Disk (Blank)	No.	
145	Pen Drive 8 GB	No.	Kingston/HP

  
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Sl. No.	Name of Stationery Articles	Units	Preferred Brands
146	Pen Drive 16 GB	No.	Kingston/HP
147	Computer Keyboard	No.	Logitech/Dell
148	Computer Mouse	No.	Logitech/Dell
149	Computer RAM DDR3 4 GB/8 GB	No.	Kingston/Transcend
150	Computer Internal Hard Disk 250 GB	No.	Seagate
151	USB External DVD Drive	No.	
152	VGA Splitter	No.	
153	VGA Cable	Meter	
154	CMOS Battery	No.	
155	Ethernet Cable	Meter	DLink
156	5 port Ethernet Network Hub	No.	DLink
157	8 port Ethernet Network Hub	No.	DLink
158	Network Cable Connector Modular Plug	No.	
159	3-Pin Computer Power Cable Cord for Desktop PC	No.	
160	4 Socket Plug-in Power Strip/Extension Board	No.	Legrand
161	6 Ampere 3 Pin Multi Plug Socket	No.	Legrand
162	16 Ampere 3 Pin Socket	No.	Legrand
163	6 Ampere One Way Switch	No.	Legrand
164	6 Ampere 3 Pin Plug	No.	Legrand
165	16 Ampere 3 Pin Plug	No.	Legrand
166	16 A/32 A Single Pole MCB	No.	Legrand
167	32 Ampere 2 Pole MCB	No.	Legrand
168	PVC Insulated Copper Electrical Cable (0.75 sq mm)	Metre	Finolex
169	Hand sanitizer 500 ml	No./Bottle	
170	Hand Sanitizer (Gel) 100 ml	No.	
171	Hand Sanitizer 1 litre	No./Jar	
172	Plastic Stool	No.	
173	Stationery Storage Basket 14"x10"x3"	No.	
174	Terminator Herbal Termite Killer	No.	Pidilite Terminator
175	Anti-Termite Control Solution for Flooring/Walls	No.	Bayer Agenda
176	Table Top Glass Piece	Sq. Ft.	
177	Paper Weight	No./Packet	
178	Window Curtain (Good Quality)	Sq. Mtr.	
179	Door Curtain (Good Quality)	Sq. Mtr.	
180	One hole punching tool (small, big)	No.	
181	Table Top Elevator Arcylic Writing Desk (21" x 16")	No.	Rasper
182	Table Cloth	No.	

  
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Sl. No.	Name of Stationery Articles	Units	Preferred Brands
183	Mosquito Killer Bat	No.	
184	Towel (Small Size)	No.	
185	Towel (Big Size)	No.	
186	Court Diary (Big Size)	No.	
187	Copy Register (Big Size)	No.	
189	Scrub	No.	
190	Room Heater	No	
191	Plastic Container	No	
192	Coat Brush	No	
193	Foot Holder	No	
194	Filter	No	
195	Filter Candle	No	
196	Pencil Battery	No	
197	Table Cloth	No	
198	Gamocha	No	
199	Sarai ( brass metal )	No	
200	Portfolio Bag	No	
201	Sticky Notes	No	

  
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